MISSION

The Provident Bank Foundation (PBF) was established in 2003 with the intent of supporting not-for-profit groups, institutions, schools and other 501(c)(3) organizations that provide valuable services to the communities served by Provident Bank. The Provident Bank Foundation is committed to strengthening and sustaining its relationship with communities in the Bank’s marketplace.

FUNDING PRIORITY AREAS

PBF is committed to enhancing the quality of life in the New Jersey and Pennsylvania communities served by Provident Bank. PBF makes grants in three priority areas: community enrichment, education, and health, youth & families.

Our contributions to Health, Youth & Families aim to ensure people of all ages and means have the ability to improve the quality of their lives, including having a safe place to live and access to quality healthcare.

COMMUNITY ENRICHMENT SIGNATURE GRANTS

In 2018, PBF expects to make two (2) $50,000 Health, Youth & Families Signature Grants: one (1) in the Out-Patient Medical Care focus area and one (1) in the Human Services - Shelter & Residential Care focus area.

PLEASE NOTE: Your proposal must be specific to one of these focus areas.

Out-Patient Medical Care: The goal of this grant is to provide funding to a non-profit organization whose mission is to improve access to quality and specialized health care to the communities served within Provident Bank’s marketplace.

Human Services - Shelter & Residential Care: The goal of this grant is to support a non-profit organization that serves those experiencing a crisis situation at their immediate point of need. This organization provides assistance to individuals and/or families to navigate the crisis and overcome the challenges in accessing housing and basic needs.

Signature Grants emphasize sustainable community enhancement and long-term change. We seek to build relationships with organizations that have the capacity and drive to create this change.

Specifically for a Signature Grant, PBF does not fund:

- Campaigns
- Capital improvements
- Events
- General operating
2018 Health, Youth & Families Signature Grant Guidelines
Kindly read these guidelines before submitting an application.
Applications must be submitted using the online form.

As with all grants, the Provident Bank Foundation cannot provide funding for the following:

- Individuals
- Organizations not exempt under Section 501(c)(3) of the Internal Revenue Code and as an organization described in section 509(a)(1) or 509(a)(2)
- Religious congregations
- Organizations that use a third-party fiscal sponsor’s Tax ID number/exempt status
- Political causes, candidates, organizations, or campaigns
- Multi-year funding requests

PLEASE NOTE, these grants are not for sponsorships or fundraising events.

If these guidelines do not fit within your organization’s mission and objectives, click here to go back to our website and review PBF’s other grant offerings.

REQUIREMENTS TO SEEK FUNDING FROM PBF

Eligibility: Organizations seeking funding from The Provident Bank Foundation must be determined as exempt from Federal income tax as a 501(c)(3) public charity of the Internal Revenue Code and as an organization described in section 509(a)(1) or 509(a)(2). PBF seeks grantee organizations that show passion for their mission and meet high standards of governance, accountability, and fiscal management.

Geographic Requirements: Applicant must be based in, serve, and/or demonstrate proposed project impact in at least one of the following geographies, including towns contiguous to Bank locations:

- New Jersey: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Union and/or Warren Counties
- Pennsylvania: Lehigh Valley (eastern portion of Lehigh County and southeastern portion of Northampton County) and/or Bucks County

Progress Reports: Grantees must comply with PBF’s financial and narrative reporting requirements throughout the grant period, including 3-month, 6-month, and 12-month progress reports. All required progress reports from previous PBF grants must be received and confirmed prior to submitting a new request. Failure to comply with this requirement will jeopardize future funding.

POLICIES & PROCEDURES

- PBF only accepts one request per organization per calendar year at any level. This would include any sponsorship and/or event requests.
- An organization whose request is not funded in 2018 may reapply in 2019, but not before.
- PBF may choose not to fund a grant, to fund a grant at a lesser amount, to fund only certain aspects of a grant, and/or to attach stipulations to a grant.
2018 Health, Youth & Families Signature Grant Guidelines

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Applications must be submitted using the online form.

- Signature Grant recipients agree to a **three (3) calendar year hiatus** and cannot seek additional funding from PBF during that time; i.e., recipients of a 2018 Signature Grant are not eligible to apply for PBF funding until 2022.

- **Non-Discrimination Statement**: Applicant organizations do not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

If these guidelines do not fit within your organization’s mission and objectives, click here to go back to our website and review PBF’s other grant offerings.

**FINANCIAL REPORTING REQUIREMENTS**

- **Itemized program/project budget and budget narrative**: Applicant is required to submit an itemized budget for the requested program/project with a narrative for how the grant funds will be allocated. A budget template can be found on our website under the Guidelines tab.

  A detailed narrative should address the following:
  - Amount of funding requested
  - Explanation and justification for all operating expenses
  - Brief list of other major sources of financial support for the organization
  - Financial and/or other forms of support (i.e., “in-kind” support), if any, that the recipient organization will commit to the project for which funding is requested.

- **Organization’s annual budget**: Applicant is required to submit with the LOI their organization’s current year annual budget.

- **Most recent Form 990**: If you file a 990-N (e-postcard), you must provide organization’s financials and IRS determination letter. Confirmation of filing is not accepted.

- **Most recent audited financials**: Applicant is required to submit with the LOI their organization’s audited financials from the most current year.

**GRANTEE RESPONSIBILITIES**

Organizations accepting a Signature Grant will comply to use the funds in the manner and for the purpose(s) for which the grant is intended. Grant recipients will be required to sign an award agreement letter that states:

- Signature Grant recipients agree to a **three (3) calendar year hiatus** and cannot seek additional funding from PBF during that time; i.e., recipients of a 2018 Signature Grant are not eligible to apply for PBF funding until 2022.

- **Progress Reports**: Grantees must comply with PBF’s financial and narrative reporting requirements throughout the grant period, including 3, 6, and 12-month progress reports. Failure to comply with this requirement will jeopardize future funding.
2018 Health, Youth & Families Signature Grant Guidelines
Kindly read these guidelines before submitting an application. Applications must be submitted using the online form.

- **Promotion & Publicity:** Grantees are required to coordinate promotion and publicity of grants with PBF. This includes print, social media, and other media outlets. PBF support must be acknowledged in all publicity. The complete Foundation name, The Provident Bank Foundation, must be used in all documents referring to your grant. The use of the current PBF logo is required on all promotional materials and will be made available upon request.

- **Evaluation Activities:** Grantees must participate in PBF’s required evaluation activities, which may include, but are not limited to, periodic updates, interviews, and site visits.

**JOINT REQUESTS/COLLABORATION**

The Provident Bank Foundation believes in the power of collaboration and that organizations can achieve more working together than they can alone. PBF gives special consideration to two or more organizations that seek to create or expand innovative programming to achieve measurable outcomes for the people they serve. **To submit a joint request, the following is required:**

- One of the collaborating organizations must be designated as the “principal applicant” to receive and allocate grant funds.

- All partner organizations are subject to the same rules and requirements as the principal applicant.

- Joint requests/collaboration proposals must define the following in the LOI:
  - Statement of Need – *Why are you working together on this project?*
  - Proposed Model of Collaboration – *Assignment of program/project responsibilities.*
  - Description of Planning Process
  - Timeline for Planning

- A Memorandum of Understanding (MOU) from each participating partner organization **must be submitted with the LOI.** The MOU details an agreement between two or more collaborating organizations that states the roles and responsibilities of each agency for the duration of the project.

- Audited financial statements and Board of Directors lists with affiliations for each participating partner organization **must be submitted with the LOI.**

**COLLABORATION WITH SCHOOLS**

If your organization is partnering with a school district and/or individual schools for the proposed program/project, a fully executed Memorandum of Understanding (MOU) **must be submitted with the LOI.** It should address the following:

- Statement of Need – *Why are you working together on this project?*

- Proposed Model of Collaboration – *Assignment of program/project responsibilities.*
2018 Health, Youth & Families Signature Grant Guidelines

Kindly read these guidelines before submitting an application.
Applications must be submitted using the online form.

- Description of Planning Process
- Timeline for Planning

If you have a fully executed, current MOU with the school district and/or individual schools, please submit it with the LOI.

PROPOSAL PROCESS & TIMELINE

Applicants must follow a two-step application process:

1. Submit a Letter of Intent (LOI) through the online LOI form. The LOI must describe the initiative for which you seek funding, the specific goals of the project, and your organization’s track record and capacity. The LOI should reflect clear awareness of PBF’s assessment criteria described below.

2. If PBF approves your LOI, you will receive an electronic communication directing you to access the online application. Those invited to submit a formal application must do so online through the Account Information Portal. For any technical questions and accessing draft applications and/or to access progress report forms, review the Guide to Navigating Online Forms on our website.

The 2018 LOI and application timeline for a Signature Grant is as follows. Access to LOI and application forms will CLOSE at 5 p.m. EST on the dates listed.

<table>
<thead>
<tr>
<th>Cycle</th>
<th>LOI Due</th>
<th>Formal Application Due (by invitation only)</th>
<th>Site Visit or Call Scheduled</th>
<th>Notification from PBF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Enrichment</td>
<td>February 14 at 5 p.m. EST</td>
<td>April 2 at 5 p.m. EST</td>
<td>April 2–13</td>
<td>April 23</td>
</tr>
<tr>
<td>Education</td>
<td>May 16 at 5 p.m. EST</td>
<td>June 29 at 5 p.m. EST</td>
<td>July 2–13</td>
<td>July 30</td>
</tr>
<tr>
<td>Health, Youth &amp; Families</td>
<td>August 15 at 5 p.m. EST</td>
<td>October 1 at 5 p.m. EST</td>
<td>October 1–12</td>
<td>October 29</td>
</tr>
</tbody>
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ASSESSMENT CRITERIA

PBF uses the following assessment criteria to evaluate the creativity, feasibility, efficacy, and reach of proposed initiatives, as well as the likelihood of attaining stated goals and objectives.

In reviewing a Signature Grant, PBF is sensitive to the following areas:

- **Scope**: PBF seeks proposals that promise innovation and change or a significant enhancement of existing services. The objective of the proposal corresponds with the purpose, intent, and funding categories of PBF’s initiative.
2018 Health, Youth & Families Signature Grant Guidelines
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Applications must be submitted using the online form.

- **Need:** A genuine need is identified and the program/project realistically addresses identified need or issue in the community.
- **Reach:** Demonstrates potential to reach large numbers of community members. Proposals should clearly identify the target population(s), the numbers served and the specific impact that success will bring.
- **Measureable Outcomes:** Demonstrates potential to yield measurable, tangible benefits for grant recipient and those it serves, and a plan to track them.
- **Business Model:** Proposals demonstrates financial prudence and effective resource allocation.

Specifically, requests should exhibit and include:

- **Focus Area:** The Health, Youth & Families Signature Grant request must be specific to one focus area: *Out-Patient Medical Care* or *Human Services - Shelter & Residential Care*. *For more information, refer back to the Focus Area descriptions on page 2.*

- **Geographic Requirements:** Applicant must be based in, serve, and/or demonstrate proposed project impact in at least one of the following geographies, including towns contiguous to Bank locations:
  - **New Jersey:** Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Union and/or Warren Counties
  - **Pennsylvania:** Lehigh Valley (eastern portion of Lehigh County and southeastern portion of Northampton County) and/or Bucks County

- **Community Served:** (Required) Applicant must identify which towns/cities will receive the greatest portion of funding or the bulk of services as a result of the grant and list—in order of importance—the towns/cities and the neighborhoods/wards the program/project impacts. The target population, the number of unduplicated individuals served (not percentages), and the specific impact that success will bring to the community must be detailed.

- **Request Description:**
  - The description of the proposed funding request must be detailed and specify measurable and realistic project objectives
  - The program/project budget should be commensurate with its anticipated impact
  - Background and significance of the specific need or issue that the proposed program/project will address

- **Outcomes:** A logic model is recommended when preparing this part of the application; a logic model template can be found on our website under the *Guidelines tab*. Details on the following must be included:
  - Timeline of milestones anticipated at months 3, 6, and 12;
  - 3-5 measureable outcomes of the proposed program/project;
  - How the program/project will be tracked and evaluated over the duration of the grant
2018 Health, Youth & Families Signature Grant Guidelines
Kindly read these guidelines before submitting an application.
Applications must be submitted using the online form.

- **Organizational Capacity:** Applicant must demonstrate the ability to implement proposed activities and track progress within the stated timeline.

- **Business Model Integrity:** Applicant and the proposed program/project must exhibit financial prudence and effective resource allocation. A copy of a current and satisfactory **audited financial statement** conducted by a certified public accountant must be included with your LOI.

- **Itemized Program/Project Budget and Budget Narrative:** Applicant is required to submit an itemized budget for the requested program/project with a narrative for how the grant funds will be allocated. For more information, refer to the Financial Reporting Requirements section on page 4.

- **Sustainability:** PBF gives significant weight to the organization’s plan to sustain the program/project and its benefits beyond the funding period.

- **Commitment:** A record of, and a passion for, delivering high-quality, impact-oriented programming that serves as many people as possible is a consistent hallmark of successful applications.

- **Innovation:** Be sure to call attention to innovative elements of the design and intended implementation of funded activities, including opportunity to replicate.

**REQUIRED ATTACHMENTS**

**Letter of Intent (LOI)**

Organizations submitting a LOI for a Signature Grant are **required** to provide the following PDF documents in the Attachments section of the application:

- Itemized program/project budget and budget narrative
- Organization’s annual budget
- Most recent Form 990 (Confirmation of filing is not accepted)
- Most recent audited financials
- List of all grants applied for in the past 24 months
- Board of Directors and board member affiliations
- Organization’s achievements over the past three (3) years (limit 500 words)

For Joint Requests/Collaborations, applicants are **required** to provide the following PDF documents for each partnering organization:

- Memorandum of Understanding from all partner organizations
- Audited financials from all partner organizations
- Board of Directors and affiliations from all partner organizations
2018 Health, Youth & Families Signature Grant Guidelines

Kindly read these guidelines before submitting an application. Applications must be submitted using the online form.

For collaborations with schools, applicants are required to provide the following PDF document for each partnering organization:

- Memorandum of Understanding from all partner organizations
  
  See page 5 for more information regarding this requirement.

Optional, but recommended, PDF documents to submit include:

- Logic model – A logic model template can be found on our website under the Guidelines tab
- Supporting program material, specific to the request

Application

Organizations invited to submit a full application may submit the following:

- Supporting program material, specific to the request

Any questions should be emailed to The Provident Bank Foundation at Foundation@Provident.Bank.